Butte County JOBS

THE OFFICIAL PUBLICATION OF THE BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

June 2008

Job Application	
Changes in Application	**2**
Clerical	
Office Specialist	**3**
Office Specialist Senior	**3**
County Counsel	
Deputy County Counsel II	**3**
Deputy County Counsel III	**3-4**
Public Works	
Equipment Mechanic Assistant	**4**
Landfill Maintenance Worker	**4**
General Services	
Project Manager, Capital Improvement	**4**
Law Enforcement	
Correctional Technician	**4**
Correctional Officer (Lateral)	**5**
Correctional Officer	**5**
Deputy Sheriff (Lateral)	**6**
Public Safety Dispatcher (Lateral)	**6**

Butte County residents
Photo by Aaron Quin

Reminder:

Effective June 1, 2008, Butte County Human Resources will only accept job applications with a revision date of 3/2008. Included in this revision is the requirement to submit copies of transcripts and/or licenses as identified by the job minimum qualifications.

The 3/2008 job application is available at www.buttecounty.net/personnel. You may also obtain a copy of the job application at the Butte County Human Resources Department or by calling 530-538-7651.

Applications with revision dates prior to 3/2008 will no longer be accepted.

CHANGES TO THE BUTTE COUNTY JOB APPLICATION

The Butte County job application has a new look! The job application has been revised for easier completion for job applicants. In addition to some formatting changes, the following changes have been made to the job application.

1. Information on the front page has been revised, please be sure to read.
2. A checklist is included on the front page to assist in completing the application.
3. The EEOC verbiage on the front page has been updated.
4. A driver's license number is no longer necessary at the time of application.
5. Prior Butte County employment questions have been changed.
6. The conviction section has been updated.
7. Additional education and training documentation is required when applications are submitted related to.
8. More work experience boxes were added, however, if you need more room, use a separate sheet of paper.

Effective June 1, 2008, Butte County Human Resources will no longer accept a job application with a revision date previous to 3/2008. Copies of the new 3/2008 application may be obtained online (www.buttecounty.net/personnel), at the Butte County Human Resources office (25 County Center Drive, Oroville), or at the local Butte County employment center. If you have any questions regarding the revised job application, please call the Human Resources Department at 530-538-7651.

BUTTE COUNTY DEPARTMENT OF HUMAN RESOURCES

DIRECTOR – HUMAN RESOURCES
- Vacant, (530) 538-7652

INTERIM DIRECTOR - HUMAN RESOURCES
- Laura Brunson, (530) 538-7099

LABOR RELATIONS OFFICER
- Curtis Lyon, (530) 538-6948

HUMAN RESOURCES ANALYST, PRINCIPAL
- Mark Chambers, (530) 538-2174

Accommodations (ADA/FEHA), Non-Discrimination Issues, Departmental Website

HUMAN RESOURCES ANALYST, SENIOR
- Sheri Waters, (530) 538-6950

Leave Issues (FMLA, CFRA, PDL), Pre-Employment Medical Evaluations, Recruitment & Selection

HUMAN RESOURCES ANALYST
- Connie Meahan, (530) 538-6945

Bilingual Certification, Recruitment & Selection

- Paula Chenoweth (530) 538-6947

Recruitment & Selection

- Aaron Quin, (530) 538-2157

Recruitment & Selection, Salary Resolutions, Departmental Website

HUMAN RESOURCES SPECIALIST, SENIOR
- Kimberly Lewis, (530) 538-6946

Background Investigations, Recruitment Support

HUMAN RESOURCES SPECIALIST
- Rebecca Worley, (530) 538-7781

Employee Benefits, New Employee Orientation, COBRA

- Joan Watson, (530) 538-7239

Employee Personnel Documents, Personnel Files

AUDITOR-ACCOUNTANT, SENIOR
- Rhonda Brantley, (530) 538-6451

W2s, Journal Corrections

AUDITOR-ACCOUNTANT, ASSOCIATE
- Sheri Atkison, (530) 538-7756

W4s, Time Card Corrections, Direct Deposit, PERS, Life Insurance, Garnishments, Union Dues, Special Pays

- Raeshell Forrester, (530) 538-2837

Action Form Processing

- Spiros Banos, (530) 538-6104

Deferred Compensation, Back Wages Issues

- Karen Gold, (530) 538-7570

W4s, Time Card Corrections, Direct Deposit, Paid Family Leave, 4850 Payments, SDI, Work Comp Calcs, Catastrophic Leave

- Carla May, (530) 538-7741

FMLA, Health Insurance Billing, Non-Comp Issues, Retiree Health, Creative Benefits Plan

ADMINISTRATIVE ASSISTANT, SENIOR
- Jennifer Kay, (530) 538-7652

Director's Calendar, Training Coordination/Registration, Accounts Payable, Departmental Purchasing

ADMINISTRATIVE ASSISTANT
- Celeste Dunn, (530) 538-3880

FMLA Tracking & Reporting, Pre-employment Physical Scheduling

OFFICE SPECIALIST, SENIOR
- Araceli Mazariego, (530) 538-7651

Front Desk Reception

HOW TO CONTACT US

DEPARTMENT OF HUMAN RESOURCES
County Administration Building
25 County Center Drive, Oroville, CA 95965
(530) 538-7651, **TTY/TDD:** (530) 538-6833

Email: personnel@buttecounty.net
Job Hotline (recorded job listing): (530) 538-7653
Application Fax Line: (530) 538-7790
www.buttecounty.net/personnel

Office Specialist

Summary: Under general supervision, performs a variety of clerical office and office assistance support duties to create, store, retrieve and archive files and records; updates computer database as directed, and assures the accuracy of the filing systems.

Education, Experience, Certifications and Licenses:

- High school diploma or equivalent GED certificate.
- Two (2) years experience in clerical or secretarial duties. Associate's degree or a Certificate of Achievement in computer applications, business management, office assistant, or legal office assistant from an accredited college or university may be substituted for one (1) year of experience.
- Valid State of California driver's license may be required.

Special Requirements:

- **A recent (less than one year old) copy of a valid typing certificate as proof of typing skills at 40 net words per minute must *be attached to the application at the time of submission.* Only typing certificates issued after identification has been verified will be accepted. Online typing certificates are not valid.**

Agency Shop: Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

Bi-Weekly Salary	$876.26 - $1,174.27
Monthly Equivalent	$1,899 - $2,544
Recruitment Number	081056068
Filing Period	06/02/08 – 06/20/08
Written Examination	7/17/08

Office Specialist, Senior

Summary: Under general supervision, performs technical and clerical work involving review and analysis of information contained in files and records; prioritizes and assigns work to office staff; updates computer database and assures the accuracy of the filing systems; explains complex codes, regulations, policies and procedures to customers.

Education, Experience, Certifications and Licenses:

- High school diploma or equivalent GED certificate.
- Three (3) years experience in clerical or secretarial duties; one (1) year of Butte County experience preferred. Associate's Degree or a Certificate of Achievement in computer applications, business management, office assistant, or legal office assistant from an accredited college or university may be substituted for one (1) year of experience.
- Valid State of California driver's license may be required.

Special Requirements:

- **A recent (less than one year old) copy of a valid typing certificate as proof of typing skills at 40 net words per minute must *be attached to the application at the time of submission.* Only typing certificates issued after identification has been verified will be accepted. Online typing certificates are not valid.**

Agency Shop: Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

Bi-Weekly Salary	$967.22 - $1,296.17
Monthly Equivalent	$2,096 - $2,808
Recruitment Number	081055065
Filing Period	06/02/08 – 06/20/08
Written Examination	07/15/08

Deputy County Counsel II

Summary: Under general supervision, investigates, prepares, litigates, and negotiates civil cases and contracts; represents the County Counsel in the management of legal issues in Butte County.

Education, Experience, Certifications and Licenses:

- Juris Doctorate (JD) degree required.
- Two (2) years experience in a civil law practice.
- Must be licensed by the Bar to practice law in the State of California, remain active with all California Bar annual requirements, and maintain a clear criminal record.
- Employees hired into this classification must file statements of economic interest with the Butte County Clerk/Recorder.

Agency Shop: Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

Bi-Weekly Salary	$2,131.56 - $2,856.49
Monthly Equivalent	$4,618 - $6,189
Recruitment Number	081307045
Filing Period	04/16/08 – 06/20/08

Deputy County Counsel III

Summary: Under general supervision, investigates, prepares, litigates, and negotiates civil cases and contracts; represents the County on behalf of the County Counsel in the management of legal issues in Butte County.

Education, Experience, Certifications and Licenses:

- Juris Doctorate (JD) degree required.
- Three (3) years experience in a civil law practice, at least one year of public law experience preferred.
- Must be licensed by the Bar to practice law in the State of California, remain active with all California Bar annual requirements, and maintain a clear criminal record.

- Employees hired into this classification must file statements of economic interest with the Butte County Clerk/Recorder.

Agency Shop: Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

Bi-Weekly Salary	$2,471.95 - $3,312.65
Monthly Equivalent	$5,356 - $7,177
Recruitment Number	081306046
Filing Period	04/16/08 – 06/20/08

Project Manager, Capital Improvement

Summary: This position functions independently with limited supervision; provides project management, inspection, and contracts administration for the design, construction, and modification of county buildings and associated structures.

Education, Experience, Certifications and Licenses:
- Four (4) years of experience managing the construction and design of small to moderate size capital improvement and construction projects (i.e., $100,000 to $25,000,000). Experience in a public agency is preferred.
- Bachelor's degree in Construction Management, Engineering, Business Administration, Construction Technology or a related field may be substituted for two (2) of the required years of experience.
- Employees hired into this classification may be required to file statements of economic interest with the Butte County Clerk Recorder
- Valid State of California driver's license may be required.

Bi-Weekly Salary	$2,131.56 - $2,856.49
Monthly Equivalent	$4,618 - $6,189
Recruitment Number	084608066
Filing Period	06/02/08 – 06/20/08

Equipment Mechanic, Assistant

Summary: Under close supervision, performs preventive maintenance inspections and routine services on vehicles, and performs minor adjustments and repairs, as necessary.

Education, Experience, Certifications and Licenses:
- High school diploma or equivalent GED certificate.
- One (1) year of experience in vehicle and equipment servicing or maintenance.
- Valid State of California class "A" commercial driver's license is required.

Agency Shop: Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

Bi-Weekly Salary	$1,149.73 - $1,540.74
Monthly Equivalent	$2,491 - $3,338
Recruitment Number	084508063
Filing Period	06/02/08 – 06/20/08

Landfill Maintenance Worker

Summary: Under close direction, performs unskilled and heavy manual labor tasks associated with landfill disposal operations.

Education, Experience, Certifications and Licenses:
- One (1) year experience as laborer and basic equipment operator.
- Valid State of California driver's license is required.

Agency Shop: Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

Bi-Weekly Salary	$876.26 - $1,174.27
Monthly Equivalent	$1,899 - $2,544
Recruitment Number	084348064
Filing Period	06/02/08 – 06/13/08
Written Examination	06/23/08

Correctional Technician

Summary: Under general supervision, performs a variety of administrative duties related to the processing and disposition of inmate records. Participates in the booking and release of inmates; schedules court appearances; monitors security and processes visitors.

Education, Experience, Certifications and Licenses:
- High school diploma or equivalent GED certificate.
- Public service and computer experience preferred.
- Must pass a background investigation.
- Valid State of California driver's license is required.

Special Requirements:
- **A recent (less than one year old) copy of a valid typing certificate as proof of typing skills at 40 net words per minute must *be attached to the application at the time of submission.* Only typing certificates issued after identification has been verified will be accepted. Online typing certificates are not valid.**

Agency Shop: Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

Bi-Weekly Salary	$1,161.22 - $1,556.17
Monthly Equivalent	$2,516 - $3,372
Recruitment Number	086826067
Filing Period	06/02/08 – 06/20/08
Written Examination	7/15/08

Correctional Officer
Lateral Applicants Only

Note: Laterals may begin at an advanced step (step 2 or higher) of the salary range, based on training and experience and upon approval of the Sheriff and County Chief Administrative Officer with concurrence of the Human Resources Director.

Summary: Under general supervision of shift Sergeant, maintains safety and security of the staff, inmates, visitors, and facility. Processes and supervises inmates, providing a stable, coherent, and predictable facility where inmates, staff, and visitors are relatively safe and conditions are humane.

Education, Experience, Certifications and Licenses

- High school diploma or equivalent GED certificate.
- Must obtain certification in CPR and First Aid within one (1) year.
- Valid State of California driver's license is required.

Additional qualifications for lateral transfers

- Must currently be employed as a correctional officer in a correctional facility where a California State Board of Corrections approved test was administered prior to employment and have one (1) year of experience as a Correctional Officer.

Special Requirements

- Applicants must be citizens of the United States or permanent resident aliens who are eligible for and have applied for citizenship. Applicants must be of good moral character and successfully pass a thorough background investigation including polygraph, psychological examination, fingerprinting, and records check. Must have successfully completed, or successfully complete during the probationary period, a jail operations course certified by the California State Board of Corrections; must be willing to work in uniform during weekdays, weekends, and holidays on any assigned shift.

Bi-Weekly Salary	$1,450.22 - $1,943.44
Monthly Equivalent	$3,142 - $4,211
Recruitment #	086825053
Filing Period	Continuous

Correctional Officer

The Sheriff's Office is currently recruiting for female correctional officers.

Summary: Under general supervision of shift Sergeant, maintains safety and security of the staff, inmates, visitors, and facility. Processes and supervises inmates, providing a stable, coherent, and predictable facility where inmates, staff, and visitors are relatively safe and conditions are humane.

Education, Experience, Certifications and Licenses

- High school diploma or equivalent GED certificate.
- Must obtain certification in CPR and First Aid within one (1) year.
- Valid State of California driver's license is required.

Special Requirements

- Applicants must be citizens of the United States or permanent resident aliens who are eligible for and have applied for citizenship. Applicants must be of good moral character and successfully pass a thorough background investigation including polygraph, psychological examination, fingerprinting, and records check. Must have successfully completed, or successfully complete during the probationary period, a jail operations course certified by the California State Board of Corrections; must be willing to work in uniform during weekdays, weekends, and holidays on any assigned shift.

Bi-Weekly Salary	$1,450.22 - $1,943.44
Monthly Equivalent	$3,142 - $4,211
Recruitment #	086825069
Filing Period	06/02/08 – 06/20/08
Physical Agility	07/10/08, 7:00AM
Written Examination	07/10/08

PUBLIC SAFETY DISPATCHER LATERAL APPLICANTS ONLY

Summary: Under general supervision, responds to emergency and non-emergency calls for service, identifies and dispatches appropriate law enforcement units, gathers and relays critical information to law enforcement officers, documents calls and responses; and complies with Sheriff's Office policies and procedures to assure the safety of officers and the public.

Education, Experience, Certifications and Licenses

- High school diploma or equivalent GED certificate and ability to type 40 net words per minute.
- Requires completion of the California POST and CLETS certification within the probationary period.
- Must pass a thorough background investigation.

Special Requirements

- A recent (less than one year old) copy of a valid typing certificate as proof of typing skills at 40 net words per minute must *be attached to the application at the time of submission.* Only typing certificates issued after identification has been verified will be accepted. Online typing certificates are not valid.

Note: Laterals may begin at an advanced step (step 2 or higher) of the salary range, based on training and experience and upon approval of the Sheriff and County Chief Administrative Officer with concurrence of the Human Resources Director.

Additional qualifications

- Must be currently working as a public safety dispatcher in a California Law Enforcement agency and possess a California POST Public Safety Dispatcher Certificate.

Agency Shop: Employees hired in this classification must either join the union or pay a service fee to cover the union's expense of carrying out its representation duties.

Bi-Weekly Salary	$1,366.67 - $1,831.48
Monthly Equivalent	$2,961 - $3,968
Recruitment Number	083825013
Filing Period	Continuous

DEPUTY SHERIFF: *LATERAL APPLICANTS ONLY*

Summary: Under general supervision and exercising controlled discretion, provides safety and security to citizens within the community through the patrolling of assigned areas, enforcement of laws and ordinances, detaining and interviewing violators, apprehension of suspects, and response to assistance calls.

Education, Experience, Certifications and Licenses:

- High school diploma or equivalent GED certificate.
- Valid State of California driver's license is required.
- All applicants must be eighteen (18) years of age or older with the following exceptions: person seventeen (17) years of age, but less than eighteen (18), may apply but may not be appointed until they reach eighteen (18) years of age; proof of minimum age requirements may be required.

Special Requirements:

- Applicants must be of good moral character and successfully pass a thorough background investigation including polygraph, psychological examination, fingerprinting, and records check. Any offer of employment in this classification is contingent upon taking and passing a medical examination. The examination assesses a candidate's ability to meet the physical demands of the position with or without accommodation in accordance with applicable statutes for applicants with disabilities. In accordance with Government Code Section 1031, candidate's physical, emotional, and mental health will be evaluated and must be free from any condition which might adversely affect the exercise of the powers of a peace officer or performance of the duties of this position. Any indication of active organic disease is disqualifying. Must be able to pass a plate test of color vision.
- No conviction by any State, Federal, or foreign government of a crime which could have been punishable by imprisonment in a Federal Penitentiary or a State Prison. All applicants must be United States citizens. Written proof of the foregoing will be required.
- Laterals may begin at an advanced step (step 2 or higher) of the salary range, based on training and experience and upon approval of the Sheriff and County Chief Administrative Officer with concurrence of the Human Resources Director.
- Must currently be working as a peace officer in a California law enforcement agency and possess a California Peace Officer Standards and Training (POST) Basic Certificate.

Benefits

- The retirement formula for all incumbents in the Deputy Sheriff classification is 3% at 50 through the California Public Employees' Retirement System (Cal-PERS) with the employee's share of the Cal-PERS contribution paid by the County. In addition, the County participates in Social Security.
- A substantially paid health insurance program that includes medical, vision, and dental insurance for the employee and his or her dependents.
- A competitive vacation, holiday, and sick-leave package.
- County-paid term life insurance.
- A County-paid employee assistance program for the employee and dependents.

Bi-Weekly Salary	$1,538.86 - $2,165.34
Monthly Equivalent	$3,334 - $4,692
Recruitment Number	086816001
Filing Period	**Continuous**

IMPORTANT NOTICES

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. Questions regarding this announcement may be directed to the Butte County Department of Human Resources.

To meet immigration reform and control act requirements, prior to employment, all applicants must provide proof of identity and authorization to work. All Butte County classifications may require the possession of, or the ability to obtain by appointment date, a valid operator's license issued by the State Department of Motor Vehicles.

CONDITIONS OF EMPLOYMENT
Any final offer of employment, in any of the above-mentioned positions, will be contingent upon the applicant taking and passing a background investigation. Some positions may require a medical examination.

The medical examination assesses a candidate's ability to meet the physical demands of the position with or without accommodation in accordance with applicable statutes for applicants with disabilities.

POSITIONS ASSIGNED TO THE SHERIFF'S DEPARTMENT
Any applicant who receives a conditional offer of employment from the Sheriff's Department must have successfully completed a departmentally approved background examination or investigation. This may include, but is not limited to a polygraph examination, financial history review, contact with relatives and references, and an employment history review.

AFFIRMATIVE ACTION POLICY:
The Civil Rights Act of 1964 as amended and the Butte County Affirmative Action Policy as adopted by the Board of Supervisors insures that no person shall be discriminated against in the application, selection process because of race, sex, color, religious creed, national origin, ancestry, disability, medical condition, age (40 to 70 years), or marital status. Persons who believe they have been discriminated against by the County in the application, examination, or selection process should contact the County Civil Rights Compliance Officer, (530) 538-7651, or file a complaint with the Department of Fair Employment and Housing.

Butte County is an Equal Opportunity Employer
Butte County's Equal Employment Opportunity Plan may be reviewed at the Department of Human Resources located at 25 County Center Drive, Oroville, CA. Applicants with special needs may make arrangements by contacting the Human Resources Department at (530) 538-7651/TDD (530) 538-6833. We appreciate your support in furthering our commitment to equal opportunity employment.

THE APPLICATION/SELECTION PROCESS

Applications will be accepted only during the open filing period. Applications can be obtained from the Department of Human Resources from 8 a.m. to 5 p.m., Monday through Friday. The Department of Human Resources must receive completed applications no later than 5 p.m. on the final filing date. Postmarks will not be accepted. Resumes will not be accepted in lieu of a properly completed Butte County *Application for Examination.* Applicants requesting special testing accommodation should notify the Department of Human Resources five (5) days before the scheduled testing date.

Applicants are screened on the basis of overall education and experience qualifications. Applicants meeting the overall qualifications will be scheduled for an examination, which is given to establish an eligibility list from which appointments to vacancies may be made. The examination process may include application review written, oral, and/or performance examinations, and in some cases a physical agility test may be required.

Applicants will be notified by mail as to whether or not they have met eligibility requirements to further participate in the recruitment process. An original application must be submitted for each individual position applied. Be sure to state the position title on each separate application submitted. **Failure to provide any of the required information will result in the rejection of your application.**

The Butte County *Application for Examination* with a revision date of 03/2008, or later will be accepted. All prior revisions of the *Application* will be returned without review.

BENEFITS

Employee benefits include a substantially paid medical, dental, and vision insurance plan for employees and dependents; County-paid term life insurance; a County-paid Employee Assistance Program for employees and dependents; and a competitive paid holiday, vacation, and sick leave program. In addition to participating in Social Security, the County pays the employee's share of the contribution to the Public Employees' Retirement System (PERS). Employees may also elect to participate in a cafeteria plan, deferred compensation programs, and supplemental life insurance.

CONTINUOUS RECRUITMENTS

Any candidate already on a current eligibility list, who submits another application within one (1) year for the same continuous recruitment, will be removed from that original list. They will be re-evaluated for minimum qualifications and be ranked based on the most recent application submitted. If a written test is required, the ranking will be based on the score of the most recent test.

DEPARTMENT OF HUMAN RESOURCES
COUNTY OF BUTTE
25 COUNTY CENTER DRIVE
OROVILLE, CA 95965
RETURN SERVICE REQUESTED